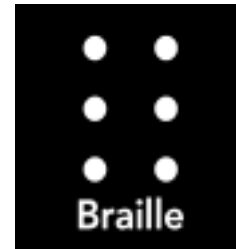


ATTACHMENT G

GUIDELINES FOR PRODUCING MATERIALS IN BRAILLE

This symbol indicates that any printed materials presented at your activity or event are available in Braille for people who are blind or who have low vision



What is Braille?

Braille is a system of reading and writing created for blind individuals. The basic unit of Braille is the Braille cell. It is composed of six raised dots. From these six dots you can get letters, numbers, punctuation marks, and contractions.

Can I put my printed information into Braille myself in my office?

Unlike producing materials in large print, producing materials in Braille usually requires special equipment, training, and additional preparation time. If materials have diagrams, pictures, or charts, translation should be done by a certified brailist who has been trained to transfer graphics and pictures to a narrative format. Computer software and printers are available which will automatically translate written information into Braille I or Braille II directly from a computer diskette, if the text is straight narrative. This software and the accompanying printer, although technologically available and not too expensive, are still uncommon in most work environments.

Where can I get materials put into Braille?

The Hawaii State Library for the Blind and Physically Handicapped will produce materials into Braille format for state agencies or refer you to a trained Brailist. There is a nominal charge for the materials. Cost to another state agency does not include a fee for their staff services. Keep in mind that the Library for the Blind and Physically Handicapped may have a large backlog due to requests for textbooks and other academic materials for students, and these take priority in their scheduling. Therefore, giving the library your document as early as possible will help in the turnaround time. Also, providing the information on a diskette cuts down the time for brailleing, as it eliminates the clerical time for inputting data.

Contact the Library for the Blind and Physically Handicapped for more information.

For further information, contact
Library for the Blind and Physically Handicapped
402 Kapahulu Avenue, Honolulu, HI 96815
Phone: 733-8444 (V/TTY); 733-8449 (Fax)
1(800) 559-4096
Email: olbcirc@lib.state.hi.us